

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
27th TRANSPORTATION BATTALION (MC)
UNIT 27973
APO AE 09096

AETV-SCS-MI

1 March 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #9, Sick Call

1. Personnel needing to go to sick call will inform their chain of command, pick up a DD Form 689 and sign out on the unit sick call book prior to the first formation of the day. The First Sergeant will ensure the DD Form 689's are available. After being released from sick call, the soldier will report immediately to his/her Platoon Sergeant for accountability and turn in a copy of the DD Form 689 to the First Sergeant and the unit training section for record. **Soldier will sign back in and provide the doctor's remarks in the unit sick call book.**

2. Soldiers who live in the barracks must remain in their rooms if they are placed on "quarters" or "bed rest" for the full time as prescribed by the medical personnel on the DD Form 689. **The only exception to this directive is to obtain breakfast, lunch, and dinner at the WAAF Dining Facility or to obtain additional medical assistance.** Likewise, off post personnel must remain at their quarters **unless seeking additional medical assistance.**

3. Soldiers will not go on sick call for routine medical care. Soldiers can call central appointments at 337-6339/6320/7312/7313 starting at 0730 every morning Monday through Friday for routine medical care/appointments.

4. If a soldier goes on emergency sick call or requires hospitalization, outside normal duty hours, he/she must inform their chain of command as soon as reasonably possible.

5. "SHOOTERS, SHOOT TO KILL!"

WARREN C. FISHER
CPT, TC
Commanding